

POSITION DESCRIPTION

POSITION TITLE: SECRETARY

SOCIAL, ENVIRONMENTAL AND ECONOMIC DEVELOPMENT OFFICE

FSNPSC – 07

Basic Function of the Position:

The Administrative Assistant provides administrative and coordination assistance to support efficient operations of the Social, Environmental and Economic Development (SEED) Office. The Administrative Assistant serves as the principal administrative support person for the Office Chief and Deputy Office Chief, operating independently of any other position to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, so that other Office staff members may be more effective.

The Administrative Assistant is the primary contact person for the office, responsible for customer service to internal and external partners and other stakeholders, including but not limited to Mission staff, contractors, Implementing Partners (IPs) and grantees, host-government officials, the Embassy, and USAID/ Washington. In this capacity, the Administrative Assistant is responsible for coordinating information about the Office, and making sure that information gets to customers on a timely basis and in a professional manner

MAJOR DUTIES AND RESPONSIBILITIES % OF TIME

The Administrative Assistant is responsible for providing the following support to USAID/SEED staff:

- a. The Administrative Assistant schedules appointments based on a good knowledge of the Office Chief and Deputy Office Chief's commitments, and maintains the Office calendar, reminding the Office Chief and Deputy Office Chief and others of meetings and appointments. The Administrative Assistant takes messages in the absence of SEED office staff, directing callers to other staff members, or answering questions personally; receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the Office Chief and Deputy Office Chief, and ensures that attendees are briefed or provided proper background material for meetings. The Administrative Assistant participates in maintaining conference room schedules, in coordination with the Administrative Assistant to the Mission Director, other Office Secretaries, and with other Mission administrative staff, arranging for conference room

space as required by the size of the group. The Administrative Assistant organizes periodic SEED meetings by soliciting agenda items from staff members and creating a written agenda, and takes notes if requested. Other general administrative support includes but is not limited to preparing Time and Attendance reports for SEED staff; reserving cars from motor pool section for staff going to official functions; processing travel requests, travel authorizations, electronic country clearance requests and approvals and update the travel log book accordingly; advises travelers about travel and schedule options and makes final hotel and travel arrangements; assists travelers with submitting travel vouchers; serves as a note taker during meetings when requested. **60%**

- b. The Administrative Assistant maintains control of all correspondence for the Office, including program/project/activity files provided by CORs/AORs, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the Office Chief and Deputy Office Chief, receiving and screening Office mail not addressed to a particular individual, drafting non-technical responses to routine correspondence and letters in English and the Host-Country language, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The Administrative Assistant reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The Administrative Assistant distributes internal policies and procedures and, as necessary, maintains a record of when staff received new policies and/or procedures. **20%**
- c. The Administrative Assistant uses PC-based word processing, PowerPoint, spreadsheet, and charting software in the performance of a variety of assignments, types a variety of correspondence, creates electronic tables, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Administrative Assistant locates documents routed for clearance, and obtains and tracks clearances and signatures. **10%**
- d. The Administrative Assistant establishes and maintains files according to standards set by the Mission C&R Technician/Supervisor in EXO, and by USAID/Washington; and, marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or elsewhere in advance of the supervisor's signature, corrects errors by drafters and edits correspondence, and assures that responding correspondence fully meets the requirements posed by incoming correspondence to which it pertains. The Administrative Assistant maintains and updates Office Handbooks and other documents, such as visitors' lists, telephone listings, personnel rosters, vacation schedules, etc. **10%**

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Completion of higher secondary (intermediate) and two or more years of post-secondary schooling in Secretarial Science or Business Administration, equivalent to a US junior college or community college diploma, is required.
- b. **Prior Work Experience:** A minimum of three years of progressively responsible work experience, of which two years should be in related work with USAID, the USG, NGOs, other donor organizations, or host-government organizations. Experience in an English-language work environment is required.
- c. **Post Entry Training:** Candidates new to USAID will be provided familiarization training on USAID operations, and on specific regulations and procedures (such as records management, travel, and correspondence management). Additional training in-country may be provided from time to time, depending on course offerings and the availability of space and funds.
- d. **Language Proficiency** (*List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):*)
 - Fluent in written and spoken Nepali (level IV);
 - Spoken and written proficiency in English (level III)
- e. **Job Knowledge:** Knowledge of office administrative principles and conceptual understanding of USAID's mission in Nepal is required. The Administrative Assistant should be familiar, or able to quickly become familiar, with the responsibilities and activities of the Office of assignment, as well as possess a general knowledge of standard office procedures and practices. The Administrative Assistant should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting
- f. **Skills and Abilities:** The Administrative Assistant must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The Administrative Assistant must be proficient in using the Internet and E-mail.

POSITION ELEMENTS:

- a. **Supervision Received:** From the SEED Office Deputy Director who provides assignments in terms of a discussion of the work to be performed, and Office priorities. Most work occurs as a result of normal Office operations, but special activities may be assigned at any time. The Administrative Assistant independently plans and carries out assignments, and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved and in meeting Office objectives.
- b. **Supervision Exercised:** Full supervision of other USAID staff is not contemplated.

- c. **Available Guidelines:** In addition to oral and written instructions from the supervisor, guidelines include USAID Mission Orders, Administrative Notices, USG Regulations, and other guidance and directives from the Automated Directives System (ADS), USAID Fact Sheets, E-mails, and other sources
- Weekly staff meetings to ensure that responsibilities are being carried out and to modify roles and responsibilities as required.
 - Mission Notices, Mission Orders, Standardized Regulations, USAID Handbook, ADS etc.
- d. **Exercise of Judgment:** The Administrative Assistant must use sound judgment in addressing tasks and responsibilities, and in setting work-related priorities. This is particularly important in dealing with working-level contacts within the Embassy, and with contractors, IPs, other donors, and host-government officials. The Administrative Assistant has no authority to commit the USG to the expenditure of funds. administrative and coordination tasks independently, efficiently and quickly to ensure that USAID/SEED work moves forward without hindrance
- e. **Authority to Make Commitments:** Within the scope of the assignment, the Administrative Assistant is regularly called upon to maintain calendars and/or otherwise schedule meetings; to advise staff, callers, and visitors when work items or particular individuals will be available; and, to otherwise provide appropriate information. The Administrative Assistant is not authorized to independently commit the USG to the expenditure of funds.
- f. **Nature, Level, and Purpose of Contacts:** The position facilitates communications and meeting internally and externally with district and national government officials at a senior technical level and with donors and implementing partners. Contacts will be maintained in person, by phone, or by written or electronic communication with Office and Mission staff, and with relevant senior Host-Government officials, private-sector representatives, and staffs of other foreign donor institutions. The nature of these contacts will be principally administrative.
- g. **Time Expected to Reach Full Performance Level:** One year.